

BOARD OF DIRECTORS REGULAR MEETING

Wednesday, April 16, 2025, at 10:00 a.m.

Meeting Conducted In person

Gateway Clubhouse – Board Room

1001 Golden Rain Road, Walnut Creek, CA 94595

MINUTES

Call to Order – *Robert Ward*

Roll Call of Directors

Robert Ward, President

Don Jennings, Vice President

Tim Walker, Treasurer/Secretary

Mutual Operations Staff

Jeroen Wright, Director of Mutual Operations

Todd Arterburn, Chief Financial Officer

Rick West, Sr. Building Maintenance Manager

John Tawaststjerna – Landscape Manager- via Zoom

Anna Rocha, Board Services Coordinator

Members Forum

No comments were received from members during the Member Forum.

Meeting Minutes

- a. Board of Directors Regular Session Meeting Minutes – January 15, 2025

President Ward made a motion to approve the minutes as listed in the Consent Calendar and as previously submitted. The motion passed. (3-0).

Report of Officers

President – Bob Ward

No report.

Vice President – Don Jennings

No report.

Treasurer/Secretary – Tim Walker

Tim reported that no 2025 financials have been received but as of April 30 according to our bank statements our Operating Fund balance was \$98,267.97 and our Reserve Fund balance was \$267,199.90.

MOD Reports**Mutual Operation's Manager – Jeroen Wright**

Jeroen provided an update on the Firewise activities and accomplishments, and the status of development of the next version of the Management Agreement between GRF and the Mutual. We hope to have a complete Management Agreement draft, including the exhibits specifying MOD products and services, by June.

Chief Financial Officer – Todd Arterburn

Todd provided an update on the installation of the new financial reporting system including some of the advantages it will provide to the Mutuals in terms of direct access to more detailed and timely financial information as well as reports tailored to Mutual requirements. He is also confident we will receive our January through April 2025 financials by the end of May, and timely financials thereafter.

Senior Building Maintenance Manager – Rick West

Rick reported that he had received two proposals for providing extra and more effective cleanouts for each Mutual 56 building. President Ward deferred discussion to New Business.

Landscape Manager – John Tawaststjerna

John expanded on the possible Firewise impacts on Mutual 56 landscaping. It was agreed that John would meet at a later date with Mutual 56 representatives to identify the potential impacts in more detail and formulate a plan for Mutual 56 landscape changes to address Firewise recommendations and California Civil Code requirements. The most immediate impact will be a change from flammable mulch to some inflammable substitute within 5' of our buildings. It is also clear that four or five highly flammable Eucalyptus trees on the back side of Lakeshire will need to be removed.

Committee Reports**Building/Maintenance – Don Jennings**

No report

Landscape – Gene Voelkel

Gene submitted a written report summarizing the status of the Mutual 56 landscaping. He also reminded Owners that MOD would replace some landscaping in November if requested. Requests, complete with a description (and pictures if possible), must be submitted to plantreplacement@rossomoor.com by August 15.

Emergency Preparedness – Harvey Samuels

Harvey reminded us that one of the primary causes of home fires is clogged dryer vents. For our own safety and to help keep our property insurance as low as possible, we need to clean our dryer vents on a regular basis. He also reported that he is inspecting all Mutual 56 fire extinguishers once a month and logging his findings as required by the Contra Costa Fire Department.

WALNUT CREEK MUTUAL FIFTY-SIX**Ponds – Howard Chung**

Howard reported that Pond #2 will have its biofilter cleaned in June with the help of MOD. The Pond #1 (nearest to Gateway) biofilter was cleaned two years ago and Pond #3 (nearest the Fitness Center) was cleaned last year. This should probably be done every five years and had not been done since installation some 20 years ago. We are also working with our contractor Waterworks to have pond reeds trimmed below the water line and to control the spread of the reeds.

Social – Nancy Ward

Nancy reported that the Social Committee is planning a block party for some time in June.

Old Business

None

New Business**a. The Board will consider electronic voting.**

President Ward discussed the fact that AB 2159 which took effect in January allows electronic voting except for special assessments and for coupon increases above 20%. Bob recommended against adopting electronic voting because electronic voting requires record keeping of individual Owner voting preferences, establishment of an independent online inspector of elections, and a change to our Governing Documents.

President Ward made a motion that Mutual 56 formally adopts the option to continue voting as provided for in the Mutual 56 Governing Documents. The motion passed. (3-0).

b. The Board will consider adding cleanouts to all buildings.

Experiences and expenses associated with clogged sewer lines were discussed. Each of our buildings has a single cleanout located on the “output” side of the building and is only useful to clean out between the building and the sewer. This means any serious clog can only be cleared by pulling a toilet and using that opening as an entry for cleaning out any clog from that point to the existing cleanout. We have received proposals from two firms to provide additional cleanouts for each building that will allow cleanout of any clog in any building without removing a toilet. After much discussion it was decided that we should accept one of the proposals.

President Ward made a motion that the Building Committee Chairman review the proposals and recommend one for immediate implementation, and the President sign upon receipt of the recommendation. The motion passed. (3-0).

Announcement

Next scheduled meeting will be the Regular Board Meeting on Wednesday, July 16, 2025 at 10:00 a.m. in the GRF Board Room in the Gateway Clubhouse.

Adjournment

The meeting was adjourned at 10:50 a.m.